



**United States Department of State**

***U.S. Embassy Pristina***

**EXTERNAL VACANCY ANNOUNCEMENT**

**19/2012**

**OPEN TO:** 1- U.S. Citizens  
2- US Citizen Eligible Family Members (USEFMs) – All agencies  
3- Eligible Family Members (EFMs), and  
4- Members of Household (MOH) – All Agencies

**POSITION:** **POLITICAL/ECONOMIC ADMINISTRATIVE ASSISTANT**

**OPENING DATE:** NOVEMBER 8, 2012

**CLOSING DATE:** NOVEMBER 26, 2012

**WORK HOURS:** Full - time: 40 hours/week

**SALARY:** FSN-7 (€ 14, 810.00)

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The U.S. Embassy in Pristina is seeking a qualified individual for the position of **ADMINISTRATIVE ASSISTANT** in the Embassy Political – Economic Section.

**DUTIES & RESPONSIBILITIES**

(1) Perform the full range of office, protocol and administrative functions for the POL/ECON section, including maintaining daily schedules; tracking tasker deadlines; reviewing and prioritizing all correspondences and documents to maintain an efficient work flow; coordinating official representational events and POL/ECON reimbursement paperwork; procuring official supplies and equipment and ensuring the maintenance and necessary repairs of all equipment. (50%)

(2) Serves as the primary coordinator for the Departmentally-mandated Leahy Vetting for Kosovar participants in U.S. sponsored training and assistance programs. (20%)

(3) Provide logistical and administrative support for official visitors, including the approval of electronic country clearance (eCC) requests, production of briefing books, and tracking of logistical arrangements and staffing of control rooms. (10%)

(4) Edit and proof read documents for accuracy, formatting clearances, style, and compliance with regulations. Ensure accurate distribution and filing, both electronic and paper, in compliance with the Department of State standards. (10%).

(5) Coordinate the timely completion of employee evaluation reports (EER) for all employees rated and reviewed by the POL/ECON Chief and Deputy. (5%)

(6) Prepare and certify time and attendance records for the POL/ECON section's American officers. Maintain precise records of leave requests, overtime requests and compensatory requests and provide back-up to the Front Office OMS's as needed. (5%)

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**EDUCATION:** Completion of secondary school and at least two years of college level studies in the field of liberal arts, humanities and/or related field.

**EXPERIENCE:** Three to five years of relevant experience in an office environment.

**LANGUAGE:** Level 4 (fluency in speaking/writing/understanding) English.

**KNOWLEDGE:** Must have intermediate to advanced computer skills and familiarity with Microsoft office and webpage maintenance, SharePoint and other web based applications.

**SKILLS & ABILITIES:** Must be highly organized; must have the ability to interpret the needs of the Political/Economic officers for press and related coverage of current political developments. Must have the ability to prepare accurate factual reports in compliance with the department of state standards.

**SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a TOP SECRET security clearance.

**TO APPLY -** Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

**APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

Hand-deliver them to:

**HUMAN RESOURCES OFFICE  
U.S. EMBASSY PRISTINA  
RR. NAZIM HIKMET #30  
10,000 PRISTINA, KOSOVO**

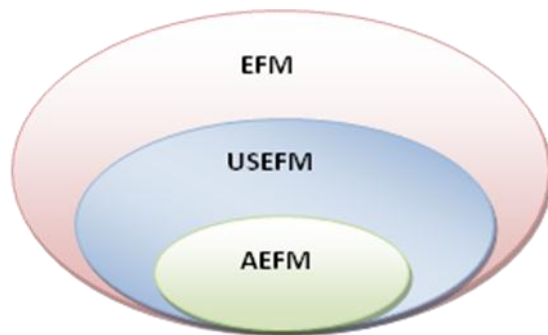
**CLOSING DATE FOR THIS POSITION: NOVEMBER 26, 2012 BY COB (CLOSE OF BUSINESS)**

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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#### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).